IPMA Project Management Certificates

- IPMA project management certification system
- Entry requirements
- Project management competence
- Applicant’s instructions

IPMA Project Management Certification System

International Project Management Association (IPMA) is a non-profit organisation, whose function is to be the prime promoter of project management internationally. IPMA has developed, in co-operation with the national member associations, a unique four-level concept for project management certification purposes. This four-level system corresponds to the certification needs of project management personnel with varying levels of knowledge and experience.

The certification assesses knowledge, experience and attitude, emphasizing continuous personal development.

Internationally accepted independent bodies operate IPMA certification procedures nationally. In Finland this independent body is Project Management Association Finland (Projektyhdistys ry), which appoints the national certification organisation called PRYSERT to operate the IPMA validated certification procedure.

The directions regarding IPMA Level D certification procedures are presented in this document.

Entry requirements for knowledge and experience at the four levels

The certification requirements refer to the applicant’s knowledge and experience. The applicant’s experience dictates the eligibility, or lack thereof, to enter certification process at certain level. The applicant’s project management knowledge (i.e. know-how from literature or project management training) is tested with a written exam at all levels.

<table>
<thead>
<tr>
<th>Certificate titles</th>
<th>Entry requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong> IPMA Level A</td>
<td>Certified Projects Director</td>
</tr>
<tr>
<td><strong>B</strong> IPMA Level B</td>
<td>Certified Senior Project Manager</td>
</tr>
<tr>
<td><strong>C</strong> IPMA Level C</td>
<td>Certified Project Manager</td>
</tr>
<tr>
<td><strong>D</strong> IPMA Level D</td>
<td>Certified Project Management Associate</td>
</tr>
</tbody>
</table>

**Entry requirements**

- **A** Shall have at least five years of experience in portfolio management and/or programme management with strategic relevance, of which three years were in responsible leadership functions in the management of complex portfolios or programmes and has two years of experience in managing projects.

- **B** Shall have at least five years of project management experience, of which three years were in responsible leadership functions complex projects.

- **C** Shall have at least three years of project management experience in responsible leadership functions of projects with limited complexity.

- **D** Experience in the project management competence elements is not compulsory; but it is an advantage if the applicant already has applied his project management knowledge to some extent.
Project Management Competence

Project management competence is essential to number of people; e.g. project team members, designers, project coordinators, sub-project managers, project managers, and project leaders. All in all, an extensive group of various professionals. The disciplines may vary, but there are common needs for understanding educating, training, personnel selecting and career planning itself.

Projektin Johdon Pätevyys 3.0, the Finnish National Competence Baseline 3.0, sets up project management knowledge classification and establishes relevant content. The content is defined in reference to the various project management knowledge profiles i.e. certification levels A, B, C and D. Projektin Johdon Pätevyys 3.0 is based on IPMA Competence Baseline 3.0, for which reason it has considerable significance in international projects.

Projektin Johdon Pätevyys 3.0 is considered the foundation of certification. It is on the basis of this book that an applicant prepares the self-assessment on one’s knowledge and experience. Projektin Johdon Pätevyys 3.0, IPMA Certified Individual’s Ethical Instructions and all required document templates are available at the Project Management Association Finland internet site (http://www.pry.fi/ipma-certification).

Projektin Johdon Pätevyys 3.0 comprises three competence ranges covering a total of 46 competence elements:

- **Technical competences**: 20 elements
- **Behavioural competences**: 15 elements
- **Contextual competences**: 11 elements

The self-assessment by applicant, starting each certification process, focuses on these 46 competence elements.

**Behavioural competences:**

1. Leadership
2. Engagement & motivation
3. Self-control
4. Assertiveness
5. Relaxation
6. Openness
7. Creativity
8. Results orientation
9. Efficiency
10. Consultation
11. Negotiation
12. Conflict & crisis
13. Reliability
14. Values appreciation
15. Ethics

**Contextual competences:**

1. Project orientation
2. Programme orientation
3. Portfolio orientation
4. Project programme & portfolio implementation
5. Permanent organisation
6. Business
7. Systems, products & technology
8. Personnel management
9. Health, security, safety & environment
10. Finance
11. Legal

**Technical competences:**

1. Project management success
2. Interested parties
3. Project requirements & objectives
4. Risk & opportunity
5. Quality
6. Project organisation
7. Teamwork
8. Problem resolution
9. Project structures
10. Scope & deliverables
11. Time & project phases
12. Resources
13. Cost & finance
14. Procurement & contract
15. Changes
16. Control & reports
17. Information & documentation
18. Communication
19. Start-up
20. Close-out
Certified Project Management Associate (Sertifioitu Projektiosaaaja) is an internationally recognised entry-level qualification in the area of project management. The certificate is valid for ten years. The certification process is illustrated below. The time required to complete the procedure (from enrolment deadline to decision) is typically four weeks.

Certified Project Management Associate entry requirements:
- Experience in the project management competence elements is not compulsory; but it is an advantage if the Applicant already has applied his project management knowledge to some extent.

Certified Project Management Associate core competence:
- Shall have the knowledge in all competence elements and be able to apply it.

Certified Project Management Associate additional requirements:
- Can practice in any competence element. May work in some fields as a specialist.
- Works as a project team member or a member of the project management staff.
- Has broad project management knowledge and the ability to apply it.

1. Phase
The certification process starts with the submission of the application and its attachments:
- The application form comprises personal data, basic education, career history with task/responsibility descriptions, and competence development history including training or other educational activities relating to project management.
- The CV (curriculum vitae) may be of free form, but may include a description of applicant’s possible knowledge of project management tools, techniques, methods, competence and etc.
- The self-assessment form addresses applicant’s knowledge and experience according to the framework presented in Projektin Johdon Pätevyys 3.0 and the competence level definitions on the self-assessment form. Self-assessment should do with goal-oriented approach, which aims at the development of applicant’s professional skills. It is based on the applicant’s honest assessment of their own competences at the time of assessment and as they are aware of their need for development in project management area. Self-assessment emphasizes the applicant’s personal responsibility for their own development and assists in their professional development in all areas of project management competences.
• The certification for discount price, for example unemployment certificate or valid student card, if applicant is unemployed, conscript, retired person or full-time student (not at work). Unemployment, full-time studies etc. should come out in CV also.

All required document templates, the Projektin Johdon Pätevyys 3.0 and the IPMA Certified Individual’s Ethical Instructions are available at the Project Management Association Finland internet site (http://www.pry.fi/ipma-certification). If the submitted materials do not contain sufficient information, the entry requirements are not met, or the relevant instructions are not followed the applicant will not be allowed to enter the certification process.

How to register
The application form and all attachments must e-mail to certification coordinator Kirsti Leppämaa, kirsti.leppamaa@pry.fi. The e-mailed application form will be signed later in the process.

2. Phase
In a three-hour written exam the applicant needs to complete various tasks with multiple choice and essay questions. The questions cover methods of project organisation, planning and control e.g.

Applicant can only have a calculator, pencil and eraser during the exam. Applicant has to be prepared to identify himself (identity card, driver’s licence or passport) in the exam.

Applicable reference materials for the knowledge test preparation are the National Competence Baseline 3.0 (Projektin Johdon Pätevyys 3.0), the IPMA certified individual’s ethical instructions and following books e.g.:

The assessors will propose for an IPMA Level D certificate to be granted to each applicant completing this certification process. The certification body board of directors makes the final decision on granting the certificate.

Misuse of certificate and making of false or misleading statements about its content, validity or duration is forbidden and will result in immediate withdrawal of the certificate by PRYSERT.

An applicant who is not accepted to certification process or candidate who fails the certification process can file an appeal to PRYSERT. Such an appeal shall be made in writing to PRYSERT within 30 working days of the decision and shall include reasons for the appeal. An appeal should be send via e-mail to certification coordinator.

Certificate validity and renewal
The certificate is valid for five years. The IPMA Level D certificate is only renewed by PRYSERT by completing the entire certification process from the start. The certificate holders of IPMA Level D certificates are encouraged to apply for IPMA Level C, B or A certificate.

The renewal instructions and all required document templates, the Projektin Johdon Pätevyys 3.0 and the IPMA certified individual’s ethical instructions are available at the internet site of Project Management Association Finland (http://www.pry.fi/ipma-certification).

For further information please contact Mrs. Kirsti Leppämaa (+358 (0) 50 566 8140 / kirsti.leppamaa@pry.fi).